

**Electronic Violence and Vandalism Reporting System (EVVRS)**  
**2013-14 User Manual**  
**(December 2013)**

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## Electronic Violence and Vandalism Reporting System (EVVRS)

### 2013-14 User Manual

Data Collection Dates	Submission Deadline to NJDOE
September 1, 2013 to December 31, 2013	January 15, 2014
January 1, 2014 to June 30, 2014	July 15, 2014

#### **Part 1: Violence, Vandalism, and Substance Abuse (VV-SA) Incident Information Data Entry Procedure**

**A. To report a new Violence, Vandalism, and Substance Abuse (VV-SA) incident (including weapons offenses and harassment, intimidation and bullying (HIB)):**

1. Go to the EVVRS *Welcome* page at <http://homeroom.state.nj.us/EVVRS.htm>.
2. Click **Entry to EVVRS Data Collection and Modification**.
3. Click **Login to System**.
4. Enter your four-digit District ID number, User ID, and Password to display the Main Menu.

NOTE: For login issues, please contact your district's Homeroom Administrator (HA). Each district's HA establishes school and district-level user accounts for staff that require access to the EVVRS.

5. From the Main Menu, click **VV-SA Incident Data** (Data Entry I) to display the Incident Information Page.
6. IMPORTANT! ALL incidents involving violence, vandalism, weapons or substance offenses and HIB – including those in which a student with a disability plays a role as offender or victim – are reported using the **VV-SA Incident Data** button. If you clicked the **Suspension of Students with Disabilities for Other Reasons** button from the Main Menu for a VV-SA incident in error, click **Back to Previous Page** button (at the bottom of the Incident Information (*suspension of Students with disabilities*) Page to return to the Main Menu. From there, you can click **VV-SA Incident Data** to report an incident involving violence, vandalism, weapons or substance offenses and HIB.
7. Enter the incident information from your paper copy of the [2013-14 VV-SA Incident Report Form](#) into the corresponding EVVRS format.

**NOTE:**

- Review the [EVVRS Incident Definitions](#) to ensure you are working with the most recent descriptors.
- **Bias-Related** cannot be selected along with **Harassment, Intimidation and Bullying (HIB)** since a HIB incident, by definition, includes a description of bias.
- **Off School Grounds (HIB only)** can be selected as the location for HIB incidents ONLY.
- **Off-site program** is defined as a program that is part of a school in which the student is enrolled but that operates at another site and has NOT been assigned a school code by the Department of

Education. The name and address of the off-site program should be entered in the incident description field.

- APSSDs that are housed within an LEA are responsible for independently entering their own APPSD data in EVVRS for each report period, separate and distinct from the data reported by the LEA.
  - Only HIB incidents that have been affirmed by the Board of Education should be reported in EVVRS.
- 8.** Enter a description of the incident in the field provided at the bottom of the screen (required). Provide any information that is not adequately answered with a menu selection. Focus on describing the behavior observed without using the incident category name. For example, “the students were punching each other,” rather than “the students were fighting.” This field is limited to 500 characters. Please do not use “special characters” (e.g., commas, apostrophes, exclamation points, asterisks, etc.) in this field. These characters often cause error messages and warnings that the incident data may not be saved. ***Student names should not be entered in this field.***
- 9.** When you are finished, click **Submit Record** at the bottom of the screen to enter the data and display the *People Involved in this Incident* page or, if this is a HIB incident, the *Harassment, Intimidation, or Bullying (HIB) Information* page.

**NOTE:**

- If at this point you choose to exit without submitting, click **Back to Previous Page** to return to the Main Menu page.
- Any modifications that may be required after you click “Submit Record” can only be made through use of the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).

## B. *People Involved in this Incident Page*

1. Record the incident number on the EVVRS screen from this page to your [2013-14 VV-SA Incident Report Form](#).
2. When the *Student Offender Information* page first displays, the fields under the heading Offender Involved and Victim Involved are blank. Each time you return to this page to enter information on another offender or victim (when there is more than one offender and/or victim involved in a single incident), data displays in these fields showing the previously entered offender and/or victim data.

**NOTE: If a HIB offense was selected** on the *Incident Information* page, then the *Harassment, Intimidation, or Bullying (HIB) Information* page will be displayed first. The information requested on this page corresponds to page 2 (HIB Information) of your [2013-14 VV-SA Incident Report Form](#). Enter this information as it appears on the corresponding HIB Information page.

All HIB incidents entered in the EVVRS MUST be affirmed by your governing authority. Once the *HIB Information* page has been completed, click **Proceed** to advance to the *Offender Information* page ([See 1-C below](#)).

### C. *Entering Offender Information*

1. Choose **Click to add each Offender** to display the *Offender Information* page.
2. Be sure to complete all necessary fields. Missing data may result in incomplete records that cannot be accessed later.
3. Enter the offender(s) information into the EVVRS as it appears on the Offender Information page of your corresponding [2013-14 VV-SA Incident Report Form](#).

**NOTE:** If a HIB offense was selected on the *Incident Information* page, then you will be provided with additional disciplinary choices in the “Remedial Action(s) Taken for HIB only” section. These HIB-related disciplinary actions may be selected in addition to the disciplinary actions provided in Sections A, B, and C on the *Offender Information* page or instead of those disciplinary actions that appear in Sections A, B, and C.

4. For each unknown offender, click **Identify Offender** then **Unknown** in “Offender Type.” Then click **Proceed** to return to the *People Involved in this Incident* page. Click **Identify Offender** again to add any known offenders.
5. For known offenders, the NJSMART number is required and is the only student identifier number entered. **The individual responsible for data entry must verify that the NJSMART number is entered exactly as it appears in your district’s student information system. If an NJSMART number is entered incorrectly, anytime that number is used in the future, it will be associated with the wrong student. If an NJSMART number is entered in error, you must contact the NJDOE immediately by emailing [evvrs@doe.state.nj.us](mailto:evvrs@doe.state.nj.us).** Please be sure to include your district code in the email.
6. When you have entered all of the specified information for the offender(s), click **Proceed** and click **OK** to submit.
7. Either the *New Student Information* page or the *Existing Student Information* page will display accordingly:

#### *New Student Information* page

If a student for whom you entered data has not been previously reported in the EVVRS, the *New Student Information* page will display. Enter the student(s) information as it appears on the corresponding Offender Information page of your [2013-14 VV-SA Incident Report Form](#).

**IMPORTANT!** In order to enhance the confidentiality of EVVRS data, when entering the student name, the EVVRS will only accept the first letter of the first name and up to the first three letters of the last name. It is recommended that you enter the student’s full name on the paper copy of the VV-SA for your records. Click **Proceed** to return to the *People Involved in this Incident* page.

Any modifications that may be required after you click **Submit Record** can only be made through use of the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).

#### Existing Student Information page

If a student for whom you entered data has been previously reported in the EVVRS, the system will automatically recognize this and the *Existing Student Offender Information* page will display. Review the information the EVVRS gathered based on the NJSMART ID you entered. If this is the correct student and the information on the screen does correctly identify this student, click **Proceed** to display the *People Involved in this Incident* page.

#### NOTES:

- If any other information on the screen is incorrect at this point, click **Proceed** anyway to display the *People Involved with this Incident* page. You can make changes later using the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).
- If the information on the screen does not identify the correct student, click **Incorrect Student Go Back** to delete the information from this incident and to display the *People Involved in this Incident* page. An incorrect NJSMART ID has been entered. To enter the correct student information, begin again with step [C-2](#). However, if you have entered the NJSMART ID correctly and the incorrect student information appears, **you must contact the NJDOE immediately by emailing [evvrs@doe.state.nj.us](mailto:evvrs@doe.state.nj.us) (see Part 1: C-5 above)**.

8. Repeat steps [C 1-6](#) for every known offender involved in the incident.
9. After you have entered information for the last offender, review the information that displays in the “Offender Involved” fields of the *People Involved in this Incident* page. If you omitted any offenders, enter that information now. If any information was entered incorrectly, note the corrections you must make later to modify data about offenders using the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).
10. When your offender information is complete, enter victim(s) information.

#### **D. Entering Victim Information**

1. If there are any victims with this incident, choose **Click to add each Victim** on the *People Involved in this Incident* page to display the *Victim Information* page.
2. Be sure to complete all necessary fields. Missing data may result in incomplete records that cannot be accessed later.
3. Enter the victim(s) information into the EVVRS as it appears on the *Victim Information* page of your corresponding [2013-14 VV-SA Incident Report Form](#).

**NOTE: If an HIB offense was selected** on the *Incident Information* page, then you MUST enter the “Remedial Action(s) Taken for HIB only.”

4. The NJSMART number is required and is the only student identifier number entered. **The individual responsible for data entry must verify that the NJSMART number is entered exactly as it appears in your district's student information system. If an NJSMART number is entered incorrectly, anytime that number is used in the future, it will be associated with the wrong student. If an NJSMART number is entered in error, you must contact the NJDOE immediately by emailing [evvrs@doe.state.nj.us](mailto:evvrs@doe.state.nj.us).** Please be sure to include your district code in the email.
5. When you have entered all of the specified victim(s) information, click **Proceed**.
6. Either the *New Student Information* page or the *Existing Student Information* page will display accordingly:

**New Student Information** page

If a student for whom you entered data has not been previously reported in the EVVRS, the *New Student Victim Information* page will display. Enter the student(s) information as it appears on the corresponding Victim Information page of your [2013-14 VV-SA Incident Report Form](#).

**IMPORTANT!** In order to enhance the confidentiality of EVVRS data, when entering the student name, the EVVRS will only accept the first letter of the first name and up to the first three letters of the last name. It is recommended that you enter the student's full name on the paper copy of the VV-SA for your records. Click **Proceed** to return to the *People Involved in this Incident* page. Any modifications that may be required after you click **Submit Record** can only be made through the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).

**Existing Student Information Page**

If a student for whom you entered data has been previously reported in the EVVRS, the system will automatically recognize this and the *Existing Student Victim Information* page will display. Review the information the EVVRS gathered based on the NJSMART ID you entered. If this is the correct student and the information on the screen does correctly identify this student, click **Proceed** to display the *People Involved in this Incident* page.

**NOTE:**

- If any other information on the screen is incorrect at this point, click **Proceed** anyway to display the *People Involved with this Incident* page. You must make changes later using the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).
- If the information on the screen does not identify the correct student, click **Incorrect Student Go Back** to delete the information from this incident and to display the *People Involved in this Incident* page. To enter the correct student information, begin again with step [D1](#). However, if you have entered the NJSMART ID correctly and the incorrect student information appears, **you must contact the NJDOE immediately by emailing [evvrs@doe.state.nj.us](mailto:evvrs@doe.state.nj.us).**

7. Repeat steps [D 1-5](#) for every known victim involved in the incident.
8. After you have entered information for the last victim, review the information that displays in the "Victim Involved" fields of the *People Involved in this Incident* page. If you omitted any victims, enter that information now. If any information was entered incorrectly, note the corrections you must make later on the paper copy of the [VV-SA Incident Report form](#). To

modify data about victims, use the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).

NOTE: At this time, only enter information about victims that you completely omitted. From the *People Involved in this Incident* page, you cannot edit information about victims already entered. To modify victim data, use the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).

9. When your information is complete, click **Back to Welcome Page** to display the *EVVRS Main Menu* page.

## **Part 2: Suspensions of Students with Disabilities for Other Reasons Incident Information Data Entry Procedure**

***To report a suspension of a student with a disability for reasons other than an VV-SA-related incident:***

1. **IMPORTANT!** ALL incidents involving violence, vandalism, weapons or substance offenses and HIB – including those in which a student with a disability plays a role as offender or victim – are reported using the **VV-SA Incident Data** button. If you clicked the **Suspension of Students with Disabilities for Other Reasons** button from the Main Menu for a VV-SA incident in error, click **Back to Previous Page** (at the bottom of the *Incident Information (suspension of Students with disabilities)* Page to return to the Main Menu. From there, you can click **VV-SA Incident Data** to report an incident involving violence, vandalism, weapons or substance offenses and HIB.
2. Go to the EVVRS *Welcome* page at <http://homeroom.state.nj.us/EVVRS.htm>.
3. Click **Entry to EVVRS Data Collection and Modification**.
4. Click **Login to System**.
5. Enter your four-digit District ID number, User ID, and Password to display the Main Menu.

NOTE: For login issues, please contact your district's Homeroom Administrator (HA). Each district's HA establishes school and district-level user accounts for staff that require access to the EVVRS.

6. From the Main Menu, click **Suspensions of Students with Disabilities for Other Reasons** (Data Entry II) to display the *Incident Information* page.
7. Enter the incident information as it appears on the corresponding, paper copy of the [2013-14 Report of Suspension of Students with Disabilities](#) (for reasons other than violence, vandalism, weapons offenses, substance offenses or HIB) Form.

**NOTE:**

- The Individuals with Disabilities Education Act (IDEA) requires the reporting of all in-school and out-of-school suspensions of a minimum of one-half day duration for students with a disability.

- **Off-site program** is defined as a program that is part of a school in which the student is enrolled but that operates at another site and has NOT been assigned a school code by the Department of Education. The name and address of the off-site program should be entered in the incident description field.
  - Approved Private Schools for Students with Disabilities that operate programs located within a public school should enter their data separately from the public school.
8. Type a brief description of the behavior that led to the suspension in the provided field. This field is limited to 500 characters. Please do not use “special characters” (e.g., commas, apostrophes, exclamation points, asterisks, etc.) in this field. These characters often cause error messages and warnings that the incident may not be saved. **Student names should not be entered in this field.**
  9. When you are finished, click **Submit Record** at the bottom of the screen to enter the data and display the *People Involved in this Incident* page.
  10. From here, follow steps in Part 1, Section C (Entering Offender Information) and Part 1, Section D (Entering Victim Information).

NOTE: Any modifications that may be required can only be made through use of the **Search and Modify Data** function ([see Part 3: Editing Incident Reports](#)).

### **Part 3: Editing Incident Reports**

#### ***Editing VV-SA and Suspensions of Students with Disabilities for Other Reasons Reports***

The EVRS Search and Modify Data function allows you to edit most information you entered when completing a VV-SA or Suspensions of Students with Disabilities for Other Reasons incident report.

NOTE: The district name, school name, incident number, NJSMART ID, and offender and victim type cannot be modified. All other VV-SA and Suspensions of Students with Disabilities for Other Reasons data fields can be edited.

#### ***To edit an incident report***

1. First locate your paper copy of the completed VV-SA or Report of Suspensions of Students with Disabilities (for other reasons) Form. Make changes on this copy to reference when making changes in the EVRS.
2. Go to the EVRS Welcome page at <http://homeroom.state.nj.us/EVRS.htm>.
3. Click **Entry to EVRS Data Collection and Modification.**
4. Click **Login to System.**
5. Enter your four-digit District ID number, User ID, and Password to display the Main Menu.

NOTE: For login issues, please contact your district's Homeroom Administrator (HA). Each district's HA establishes school- and district-level user accounts for staff that require access to the EVVRS.

6. To electronically edit an incident report in the EVVRS, you must first locate it within the system. (District-level EVVRS users can access and modify all reports entered within the district, while school-level EVVRS users can access and modify only those reports entered for the school for which they have access.)
7. From the Main Menu, click **Search and Modify Data** to display the search page.
8. The EVVRS provides several search criteria you may use to locate a specific incident report within one school at a time. The NJDOE recommends using only the school name in your initial search. The remaining criteria can help narrow your search within that school.
9. Determine which search criteria you will use to locate your report: Offender Type, Victim Type, Incident ID, Student ID (NJSAMRT), Incident Date and/or Incomplete Incident (Incident without Offender/Victim, Incident without Offender, Incident without Victim, HIB incident without HIB details). Detailed search criteria will help narrow your search.
10. Click **Search Result** to display the *Search Result* page, which presents a table of all the reports meeting the criteria you specified.

NOTE:

- Each row of the table on the *Search Result* page represents an offender or victim associated with the incident listed. Thus, one incident number may display several times.
- The columns labeled Incident #, Bullying, Offender #, Victim #, and NJSAMRT ID have underlined entries in blue text that are hyperlinks which connect to the corresponding section of the EVVRS report.
- For fields that are not hyperlinks, see [Part 4: Deleting Incident Reports](#). You will need to delete the record and reenter all the incident information correctly for these fields.

11. Click a hyperlink to proceed directly to the specific section of the report you wish to edit.
12. Proceed with modification of the information as necessary.
13. Click **Modify Record** at the bottom of the page to activate the changes and return to the *Search Result* page.
14. From the *Search Result* page, you may continue to click on hyperlinks to modify other data related to the present search criteria or click **Back to Welcome Page** to return to the Main Menu. From here you can initiate another search.

#### **Part 4: Deleting Incident Reports**

When deleting an incident report, the EVVRS will delete all of the offender(s) and/or victim(s) information associated with that incident ONLY. If any of the offender(s) and/or victim(s) involved with a deleted incident were previously entered in the EVVRS due to involvement in an unrelated incident(s), the associated incident information for the offender(s) and/or victim(s) previous entry will still remain in the EVVRS.

**1. ONLY users with district-level access can delete EVVRS incidents.**

NOTE: For login issues, please contact your district's Homeroom Administrator (HA). Each district's HA establishes school- and district-level user accounts for staff that require access to the EVVRS.

2. Go to the EVVRS *Welcome* page at <http://homeroom.state.nj.us/EVVRS.htm>.
3. Click **EVVRS Admin for Deleting Incidents and Data Submission**.
4. Click **Login to System**.
5. Enter your four-digit District ID number, User ID, and Password to display the Main Menu.
6. Next to Search for Incident to Delete, click **Search Incident**.
7. Determine which search criteria you will use to locate the incident you would like to delete. For example, search by "school name" only to view all incidents for that school. Include other criteria, such as an incident date or offender type, to narrow your search and display specific incidents for that school (such as those occurring after a specified date). Detailed search criteria will help narrow your search.
8. Click **Search Result** to display the *Search Result* page, which presents a table of all the incidents meeting the criteria you specified. Each row of the table on the Search Result page represents an offender or victim associated with the incident listed. Thus, one incident number may display several times.
9. Search for the incident you wish to delete. Click the corresponding Incident Number hyperlink in the first column to proceed directly to the *Incident Information* page of the selected incident.
10. If this is the incident you wish to delete, click **Delete Incident** at the bottom of the *Incident Information* page. If you selected this incident in error, click **Back to Previous Page** to return to the *Search* page and select the correct incident to delete.

NOTE: If there are multiple rows in the table for a particular incident number, e.g., one or more offender(s) and one or more victim(s), you can click the incident number hyperlink associated with any of the offender(s) or the victim(s). All associated information for that incident number will be deleted once you click **Delete Incident** on the *Incident Information* page.

11. After clicking **Delete Incident**, the system will return you to the *Main Menu*. If you wish to delete another incident, repeat steps [6-10](#).

#### **Part 5: Official Submission: Report Period 1 Data Confirmation and Report Period 2 Data Verification**

1. Only EVVRS users with district-level access can complete the official data submission procedure.
2. Go to the EVVRS Welcome Page at <http://homeroom.state.nj.us/EVVRS.htm>.
3. Click **EVVRS Admin for Deleting Incidents and Data Submission**.
4. Click **Login to System**.
5. Enter your four-digit District ID number, User ID, and Password to display the Main Menu.

NOTE: For login issues, please contact your district's Homeroom Administrator (HA). Each district's HA establishes school and district-level user accounts for staff that require access to the EVVRS.

6. From the Main Menu, click **Data Submission** to display the *Official Data Submission* page. Then enter the first and last name of the individual submitting.

NOTE: The EVVRS will automatically be set for either Report Period 1 data confirmation or Report Period 2 data verification. Both submission buttons for Report Period 1 and Report Period 2 will **NEVER** be open at the same time.

7. Click **Data Submission**.
8. You will be directed to the *Confirmation* page. IMPORTANT: You MUST print this page for your records.
9. Click **Back to Menu** on the *Data Submission* page to return to the *Main Page*.
11. Log off from the *Main Page*.

## **Part 6: Report Module**

The Report Module feature allows agencies to view and print reports on data broken down by the enumerated categories as listed in section N.J.S.A. 18A:37-14, data broken down by each school in your district and district-wide data, in addition to other detailed reports. These reports are useful for analyzing your district's VV-SA data and can be helpful when communicating and developing responses to concerns about school safety. In addition, these reports can be used to fulfill your statutory obligation to report VV-SA data to your governing authority and to meet state and federal reporting requirements.

***To generate aggregate reports:***

1. Go to the EVVRS Welcome page at <http://homeroom.state.nj.us/EVVRS.htm>.
2. Click **Entry to EVVRS Report Module**.
3. Click **Login to System**.
4. Enter your four-digit District ID number, User ID, and Password. Only users with district-level access can enter the Report Module.

NOTE: For login issues, please contact your district's Homeroom Administrator (HA). Each district's HA establishes school and district-level user accounts for staff that require access to the EVVRS.

5. Select the school year for which you would like to review reports from the **drop-down menu**. Each report is a hyperlink. Click the report that you would like to view. Click the Back arrow located on the top right-hand side of the screen to go back to the previous page.
6. To print a report, click Print at the top left-hand side of the page.

NOTE: Beginning with the 2011-12 school year, the reporting year has been broken into two report periods, Report Period 1 (September 1 through December 31) and Report Period 2 (January 1 through June 30). Please be sure to select the correct report period when viewing and/or printing reports for the 2011-12 and the 2012-13 school years.

### **Types of Reports**

Incident Summary Report: This report can be run at both the district-level and school-level. It provides a summary of the EVVRS incidents that occurred in the district/school(s) broken out by the major EVVRS categories and sub-categories. When viewing school-level data, users can "drill-down" to the incident-level by clicking on the provided hyperlinks.

Action Taken Summary: This report provides the disciplinary action taken, if any, that was associated with each EVVRS incident that occurred in the district/school(s). District totals are provided as well

as school-level information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.

Offender Type Summary: This report provides the type of offender (e.g., General Education Student, Student with a Disability, Student from Another School) associated with each EVVRS incident that occurred in the district/school(s). District totals are provided as well as school level-information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.

Victim Type Summary: This report provides the type of victim (e.g., General Education Student, Student with a Disability, Student from Another School) associated with each EVVRS incident that occurred in the district/school(s). District totals are provided as well as school level-information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.

Incident Summary by Location: This report provides the location(s) for which each EVVRS incident occurred in your district (e.g., cafeteria, classroom, corridor). These data are provided at the district-level only. Note that the type of EVVRS incident that occurred is not included in this report.

### Student Removal Summary Reports

- Removal of All Students for Incidents of Violence, HIB, Vandalism, Weapons, or Substance Abuse: This report provides information on student removals (e.g., in-school suspension, out-of school suspension) associated with each EVVRS incident (resulting in removal) that occurred in the district/school(s). District totals are provided as well as school level-information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.
- Removal of Students with Disabilities for Other Reasons: This report provides information on the removal(s) of students with disabilities for a reason other than an EVVRS-defined offense. District totals are provided as well as school level-information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.
- Removal of Students with Disabilities for Any Reason: This report provides information on the removal(s) of students with disabilities that occurred in the district/school(s) for both an EVVRS-defined offense and for reasons other than an EVVRS-defined offense. District totals are provided as well as school level-information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.

Victim of a Violent Criminal Offense: This report provides school-level, incident-specific information regarding any victim(s) associated with an EVVRS incident that occurred in the district/school(s) who was deemed “a victim of a violent criminal offense” as defined in the Unsafe School Choice Option which can be found at <http://www.state.nj.us/education/grants/nclb/policy/unsafe.htm>.

Program(s) Provided Upon Disciplinary Action: This report provides school-level, incident-specific information for the program(s) provided to student offender(s) upon removal as a result of an EVVRS

incident or removal of a student(s) with a disability(s) for a reason other than an EVVRS-defined offense that occurred in the district/school(s).

Missing Offender Information: This report indicates (for the current year only) when an EVVRS incident or a suspension of a student with a disability for reasons other than an EVVRS-defined offense has been entered into the system without the associated offender information. This report can be used as a resource when verifying data to ensure that all incidents entered into the system include the associated offender information. Note that there may be instances where the offender is not known for certain EVVRS incidents, such as theft or other types of vandalism offenses.

Missing Victim Information: This report indicates (for the current year only) when an EVVRS incident or a suspension of a student with a disability for reasons other than an EVVRS-defined offense has been entered into the system without the associated victim information. This report can be used as a resource when verifying data to ensure that all incidents entered into the system include the associated victim information. Note that there are number of offense types that do not include victims, such as those related to vandalism, substance use, weapons possession, as well most cases of suspensions of students with disabilities for reasons other than an EVVRS-defined offense.

Local Incident Listing: This report provides a school level-listing of each incident that was assigned an optional, local incident number upon entry into the system. It displays the local incident number that was assigned along with the corresponding incident number that is automatically generated by the EVVRS. Users can “drill-down” by clicking on the provided hyperlinks to review the specifics of each incident listed, such as the incident details and the offender and victim information associated with each incident.

Incident Listing: This report provides a school-level listing of each incident that the district/school(s) submitted to the EVVRS. Users can “drill-down” by clicking on the provided hyperlinks to review the specifics of each incident listed, such as the incident details and the offender and victim information associated with each incident.

District Report of Violence and Vandalism: This report provides a district-level summary of the EVVRS incidents that occurred during the course of the school year, disaggregated in a number of ways. Section A displays each incident that occurred by EVVRS category. Section B indicates the number of vandalism-related offenses that occurred where a cost was incurred by the district. Section C indicates the actions taken for each incident, including police notification, suspension, and expulsion. Section D breaks out the offenders and victims associated with each incident by selected offender and victim types. Section E breaks out the student offenders associated with each incident by the types of programs each were provided upon disciplinary action.

### HIB Incident Reports

NOTE: These reports are not available for years prior to 2011-12.

- HIB Incident Status Summary: This report provides the number of affirmed HIB incidents that were reported for each school and the district. When viewing school-level data, users may “drill-down” for specific, incident-level information by clicking on the provided hyperlinks.

- **HIB Action Taken Summary:** This report provides the count for each type of disciplinary action that was taken (e.g., in-school suspensions, out-of school suspensions, suspension of privileges) for student offenders associated with incidents of HIB for each school and the district. When viewing school-level data, users may “drill-down” for specific, incident-level information by clicking on the provided hyperlinks.
- **HIB Remedial Actions Taken (Offender):** This report provides the count for each type of remedial action that was taken (e.g., individual counseling, referral for therapy, restitution and restoration) for student offenders associated with incidents of HIB for each school and the district. When viewing school-level data, users may “drill down” for specific, incident-level information by clicking on the provided hyperlinks.
- **HIB Remedial Actions Taken (Victim):** This report provides the count for each type of remedial action that was taken (e.g., counseling, support services, parent conference) for student victims associated with incidents of HIB for each school and the district. When viewing school-level data, users may “drill down” for specific, incident-level information by clicking on the provided hyperlinks.
- **Protected Categories:** This report provides the count for each of the protected categories (e.g., race, religion, sexual orientation) associated with incidents of HIB for each school and the district.
- **Effect of HIB Incidents:** This report provides information on the effects associated with incidents of HIB for each school and the district. Counts are displayed for the following effect categories:
  - Effect Category 1: Substantially disrupted or interfered with the orderly operation the school or the rights of other students.
  - Effect Category 2: The offender knew the action would physically or emotionally cause harm to the victim or damage to the victim’s property.
  - Effect Category 3: The victim was in fear of physical or emotional harm or damage to personal property.
  - Effect Category 4: The action insulted or demeaned a student or group of students.
  - Effect Category 5: The action interfered with the victim’s education.
- **Mode of HIB Incidents:** This report provides the count of the mode-types (e.g., gesture, written, verbal) associated with incidents of HIB for each school and the district.

**District HIB Summary Report:** This report provides a district-level summary of the HIB incidents that occurred during the course of the school year, disaggregated in a number of ways. Section A displays the count of affirmed HIB incidents that were reported for the district. Section B displays the nature of HIB incidents that were reported for the district. Section C provides a count of each of the effect categories associated with the reported incidents of HIB. Section D displays the count of each of the mode types associated with the reported incidents of HIB. Section E indicates the count of each type of disciplinary action that was taken for the offenders associated with the reported incidents of HIB. Section F provides the count of each type of remedial action that was taken for the offenders

associated with reported incidents of HIB. Section G displays the count of each type of remedial action that was taken for the victims associated with reported incidents of HIB.

If you have any questions regarding the EVVRS data, please send an email to [evvrs@doe.state.nj.us](mailto:evvrs@doe.state.nj.us).